

# Equal Employment Opportunity and Anti-Discrimination Policy

## I. OVERVIEW & SCOPE

\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, has established an Anti-Discrimination and Equal Employment Opportunity Policy ("EEO"). This EEO policy applies to all aspects of the relationship between \_\_\_\_\_ and its employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or with \_\_\_\_\_. Disciplinary action will be taken against any employee or agent in breach of this policy.

## II. POLICIES

**1. DISCRIMINATION.** \_\_\_\_\_ shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, \_\_\_\_\_ will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, stakeholders, and agents at \_\_\_\_\_ will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

**2. HARASSMENT.** \_\_\_\_\_ is committed to providing a work environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, which creates an intimidating, hostile, or humiliating work environment for that person violates \_\_\_\_\_ policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with \_\_\_\_\_ as a result of bringing complaints of harassment.

**3. SEXUAL HARASSMENT.** Unwelcome sexual advances, requests for sexual favors, and

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# Sample Employee Discrimination Policy Manual

**Xiang Xie**



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